

# CORNELL UNIVERSITY OFFICIAL PUBLICATION

---

Volume XVIII

Number AA

## Announcement of the Course in Hotel Administration

New York State  
College of Home Economics

1927-28

Ithaca, New York  
Published by the University  
February 1, 1927

## THE CALENDAR

### SECOND TERM, 1926-27

Feb.	4	Friday	}	Registration of all students.
Feb.	5	Saturday		
Feb.	7	Monday		Instruction begins at 8 a. m.
Feb.	28	Monday		Last day for payment of tuition for the second term.
Apr.	2	Saturday		Instruction ends at 1 p. m.
Apr.	11	Monday		Instruction resumed at 8 a. m.
May	21	Saturday		Spring Day, recess.
May	30	Monday		Term examinations begin.
June	13	Monday		Commencement.

### FIRST TERM, 1927-28

Sept.	16	Friday		University entrance examinations begin.
Sept.	26	Monday		Registration and assignment of new students.
Sept.	27	Tuesday		Registration and assignment of old students.
Sept.	29	Thursday		Instruction begins at 8 a. m.
Oct.	21	Friday		Last day for payment of tuition for the first term.
Nov.	24-26	Thursday-Saturday		Thanksgiving recess.
Dec.	17	Saturday		Instruction ends at 1 p. m.
1928				
Jan.	2	Monday		Instruction resumed at 8 a. m.
Jan.	11	Wednesday		Birthday of Ezra Cornell.
Jan.	30	Monday		Term examinations begin.

} Christmas  
recess

} Founder's Day.

## CORRESPONDENCE

Correspondence concerning entrance to Cornell University should be addressed to Mr. David F. Hoy, Registrar, Cornell University, Ithaca, N. Y.

Correspondence concerning the content of hotel courses should be addressed to Prof. H. B. Meek, Cornell University, Ithaca, N. Y.

Correspondence concerning credit for hotel experience should be addressed to the Chairman, Hotel Practice Committee, Cornell University, Ithaca, N. Y.

Correspondence concerning requirements for graduation, advanced-standing records, and correspondence of a general nature, should be addressed to the Secretary of the Colleges of Agriculture and Home Economics, Roberts Hall, Ithaca, N. Y.

## NEW YORK STATE COLLEGE OF HOME ECONOMICS

### STAFF OF ADMINISTRATION

Livingston Farrand, A.B., M.D., L.H.D., LL.D., President of the University.  
Albert Russell Mann, B.S.A., A.M., Dean of the Colleges of Agriculture and Home Economics.  
Cornelius Betten, Ph.D., D.Sc., Director of Resident Instruction.  
Roscoe Wilfred Thatcher, B.S., M.A., D.Agr., LL.D., Director of Experiment Stations.  
Carl Edwin Ladd, Ph.D., Director of Extension.  
Martha Van Rensselaer, A.B., Director of the College of Home Economics.  
Flora Rose, B.S., M.A., Director of the College of Home Economics.  
Howard Bagnall Meek, S.B., M.A., In Charge of Hotel Courses.  
Olin Whitney Smith, B.S., Secretary of the Colleges of Agriculture and Home Economics.  
Willard Waldo Ellis, A.B., LL.B., Librarian.  
George Wilson Parker, Managing Clerk.  
Ellen Fitchen, A.B., Secretary of the College of Home Economics.

### STAFF OF INSTRUCTION

(This list includes only those members of the Instructing Staff who are directly engaged in giving courses required of all students of Hotel Administration.)

Beulah Blackmore, B.S., Professor of Home Economics.  
George Walter Cavanaugh, B.S., Professor of Chemistry.  
Peter Walter Claassen, Ph.D., Professor of Biology.  
Mary Frances Henry, A.B., Professor of Home Economics.  
Milton Lyle Holmes, B.A., M.B.A., Professor of Business Management.  
Howard Bagnall Meek, S.B., M.A., Professor of Hotel Management.  
Harold Lyle Reed, Ph.D., Professor of Economics.  
James Morgan Sherman, M.S., Ph.D., Professor of Bacteriology and Dairy Industry.  
Sumner Huber Slichter, Ph.D., Professor of Economics.  
Annette Warner, Professor of Home Economics.  
Mrs. Jessie Austin Boys, M.S., Assistant Professor of Home Economics.  
William Arthur Brownell, Ph.D., Assistant Professor of Rural Education.  
Asa Emanuel McKinney, Ph.D., Assistant Professor of Chemistry.  
Mrs. Irene Dahlberg Nehrling, B.S., Assistant Professor of Home Economics and Manager of the Cafeteria.  
Frank Harrison Randolph, B.A., M.E., Assistant Professor of Institution Engineering.  
Juan Estevan Reyna, E.E., M.A., Assistant Professor of Rural Engineering.  
Dane Lewis Baldwin, M.A., Instructor in English.  
Elva Theodora Campbell, B.S., Instructor in Home Economics.  
William I. Hamilton, Instructor in Hotel Management.  
Raymond J. Kief, Instructor in Hotel Management.  
Lucy Kimball, B.S., M.A., Instructor in Home Economics.  
Whiton Powell, A.B., M.S., Instructor in Business Management.  
Louis Toth, C.P.A., Instructor in Hotel Accounting.  
Thomas C. Deveau, Assistant in Hotel Engineering.  
Horace Kenneth Drake, Assistant in Hotel Engineering.  
Cecil D. Schutt, Assistant in Animal Husbandry.



# NEW YORK STATE COLLEGE OF HOME ECONOMICS

## COURSE IN HOTEL ADMINISTRATION

Through the cooperation and financial assistance of the American Hotel Association, Cornell University is enabled to offer a course of college grade preparing students for executive positions in the hotel business. The course is associated with the work in institution management given by the College of Home Economics. It embraces a four-year curriculum of academic work and three summers of supervised practice, and leads to the degree of bachelor of science. It is open to both men and women.

## EXPENSES

A full statement regarding expenses will be found in the announcement of courses of the College of Home Economics, which will be sent to all applicants. The chief items are but briefly referred to here.

The charge for tuition is \$300, payable in installments of \$160 at the beginning of the first term and \$140 at the beginning of the second term; but a student enrolled only for the second term of the academic year is required to pay tuition at the rate of the first term. The installment for any term becomes a liability at once when the student registers.

A matriculation fee of \$10 is required of every student upon entrance into the University.

A graduation fee of \$10 is payable by candidates for the degree of Bachelor of Science at least ten days before the degree is conferred.

All students pay an infirmary fee of \$5 at the beginning of each term, and all men students are charged a locker fee of \$2 a term.

A Willard Straight Hall membership fee of \$4 a term is required, at the beginning of each term, of every undergraduate student. Its payment entitles the student to a share in the common privileges afforded by the operation of Willard Straight Hall, subject to regulations approved by the Board of Managers of the Hall. Membership on the same terms is open to students in the Graduate School upon payment of a fee of \$8 a year at Willard Straight Hall.

Laboratory fees vary with the subjects taken. They may average \$25 a term, more in the earlier and less in the later terms.

## ADMISSION

Admission to the courses in hotel administration is granted only after a prospective student has met the regular academic entrance requirements of the College and the more personal requirements of the department.

Men who are candidates for admission must be at least sixteen years of age; women must be at least seventeen years of age.

Besides satisfying the entrance requirements, candidates for admission must comply with the following rules:

1. Every candidate for admission to an undergraduate course must deposit twenty-five dollars with the Treasurer, not later than August 1 if he is to be admitted in September, or not later than January 1 if he is to be admitted in February. A check, draft, or order should be payable to Cornell University and should be sent to The Treasurer, Cornell University.

If the candidate matriculates, the deposit will be credited to his account, \$10 for the matriculation fee and \$15 as a guaranty fund, which every undergraduate student is required to maintain and which is to be refunded upon his graduation or permanent withdrawal, less any indebtedness to the University.

If the application is withdrawn before the due date (August 1 or January 1, as the case may be) the deposit will be refunded in full; if it is withdrawn within the month of the due date (August or January) \$10 will be charged to cover accrued expenses and \$15 will be refunded; after that month no refund will be made. If admission is denied a candidate who has complied with all these rules his deposit will be refunded in full at any time.

2. Every candidate for matriculation must submit to the Registrar a satisfactory certificate of vaccination against smallpox, not later than August 1 if he is to be admitted in September, or not later than January 1 if he is to be admitted in February. It will be accepted as satisfactory only if it certifies that within the last five years a successful vaccination has been performed or three unsuccessful attempts at vaccination have been made.

3. Every candidate for admission to an undergraduate course must file with his application at the Registrar's office either a certificate of good moral character or, if he has attended some other college or university without graduating from it, a certificate of honorable dismissal from it.

## ACADEMIC REQUIREMENTS

A candidate must meet the academic requirements for admission in one of four ways:

1. By passing the required Cornell University entrance examinations.



2. By passing, in the required subjects, the examinations of the College Entrance Examination Board.

3. By passing the necessary Regents' examinations.

4. By presenting an acceptable school certificate.

Entrance requirements are administered by the University Registrar, to whom correspondence regarding them and application for blanks should be addressed.

The secondary-school subjects that may be offered for admission are named in the following list; the figure in parenthesis following each subject indicates its value in entrance units and shows the maximum and the minimum amount of credit allowed in the subject. A unit represents five recitations a week for one year in a study. Fifteen units are required for entrance.

1a. English No. 1 . . . . .	(1½)	8a. Ancient History . . . . .	(½-1)
1b. English No. 2 . . . . .	(1½)	8b. Modern History . . . . .	(½-1)
1c. English (elective) . . . . .	(1)	8c. American History, Civics . . . . .	(½-1)
2a. First Year Greek . . . . .	(1)	8d. English History . . . . .	(½-1)
2b. Second Year Greek . . . . .	(1)	9a. Elementary Algebra . . . . .	(1)
2c. Third Year Greek . . . . .	(1)	9b. Intermediate Algebra . . . . .	(½)
3a. First Year Latin . . . . .	(1)	9c. Advanced Algebra . . . . .	(½)
3b. Second Year Latin . . . . .	(1)	9d. Plane Geometry . . . . .	(1)
3c. Third Year Latin . . . . .	(1)	9e. Solid Geometry . . . . .	(½)
3d. Fourth Year Latin . . . . .	(1)	9f. Plane Trigonometry . . . . .	(½)
4a. First Year German . . . . .	(1)	9g. Spherical Trigonometry . . . . .	(½)
4b. Second Year German . . . . .	(1)	10. Physics . . . . .	(1)
4c. Third Year German . . . . .	(1)	11. Chemistry . . . . .	(1)
4d. Fourth Year German . . . . .	(1)	12. Physical Geography . . . . .	(½-1)
5a. First Year French . . . . .	(1)	13. Biology* . . . . .	(1)
5b. Second Year French . . . . .	(1)	14. Botany* . . . . .	(½-1)
5c. Third Year French . . . . .	(1)	14a. Zoology* . . . . .	(½-1)
5d. Fourth Year French . . . . .	(1)	15. Bookkeeping† . . . . .	(½-1)
6a. First Year Spanish . . . . .	(1)	16. Agriculture (including Home	
6b. Second Year Spanish . . . . .	(1)	Economics)† . . . . .	(½-4)
6c. Third Year Spanish . . . . .	(1)	17. Drawing . . . . .	(½-1)
6d. Fourth Year Spanish . . . . .	(1)	18. Manual Training . . . . .	(½-1)
7a. First Year Italian . . . . .	(1)	19. Any high-school subject or	
7b. Second Year Italian . . . . .	(1)	subjects not already used. . . . .	(½-1)
7c. Third Year Italian . . . . .	(1)		

\*If an applicant has counted Biology (1), he may not also offer Botany (½) or Zoology (½).

†An applicant may offer not to exceed four units in vocational subjects under numbers 16, 18, and 19 combined. Bookkeeping may not be offered together with more than one of the subjects listed under 16, 17, and 18.

Of the required fifteen units, three must be in English, three in one foreign language or two in each of two foreign languages, one in history, one in elementary algebra, and one in plane geometry.

## REQUIREMENTS OF THE COURSE IN HOTEL ADMINISTRATION

Prospective students in Hotel Administration who are able to meet the academic requirements of the College, as described on

page 5, may then present to the Committee on Admission, Box 16, Roberts Hall, evidence of their personal qualifications for admission to the hotel courses. This Committee will gather and evaluate all available evidence with regard to scholarship, character, seriousness of purpose, and fitness for hotel work, and on the basis of this evidence will select the applicants to be admitted.

To obtain prompt and favorable consideration by this Committee the prospective student should make application for admission as soon as he is certain that he wishes to specialize in hotel work. The following procedure is suggested:

1. File with the Registrar of the University, on blanks provided by him, a formal application for entrance.
2. With the application, make a deposit of \$25 (see page 5).
3. Fill out completely and with great care, and return, the Applicant's Admission Blank (I) which will be sent upon receipt of the application to the Registrar.

The Committee will then consider the case and report its decision at as early a date as possible. As the task of compiling the necessary evidence is time-consuming and as the eligible list will be filled quickly, it is urged that decisions be made and applications filed early. August 1 is set as the last day upon which formal applications for admission in September may be filed and the last day upon which the twenty-five dollars deposit may be accepted.

## REQUIREMENTS FOR THE DEGREE OF BACHELOR OF SCIENCE

Students regularly enrolled in the courses in Hotel Administration are candidates for the degree of bachelor of science. For this degree the following requirements must be met:

1. The completion of at least one hundred and twenty credit hours made up of approximately one hundred and five hours specifically required according to the curriculum given below and fifteen hours of electives.
2. The completion of at least sixty points of hotel-practice credit.
3. The completion of certain prescribed work in the Departments of Military Science and Tactics, and Hygiene and Preventive Medicine.

To meet the requirement in hotel practice the student must earn sixty points of hotel-practice credit. Normally, each week's supervised employment is the equivalent of two points credit. For



exceptionally good types of experience and excellent reports, excess credit will be given. For poor experience or tardy reports, credit will be deducted. Ordinarily, practice work for thirty weeks, or three summers, will be necessary to meet the requirement for the degree.

Credit for hotel-practice work is given on the basis of reports filed by the students and by the employers. Therefore, students who expect to be employed in hotel work before entering college and who wish to count the work against the hotel-practice requirement should apply at once to the Committee on Hotel Practice for registration blanks and instruction sheets.

While the supervised practice is an essential part of the student's course, the College does not guarantee summer positions. Through the courtesy of the American Hotel Association, however, a limited number of desirable openings are available for students of high promise. Other students are assisted in finding work, and, ordinarily, men or women of reasonable ability should have no difficulty in making arrangements.



# CURRICULUM

## FRESHMEN

Course	REQUIRED	Credit in hours
Orientation (including <i>Elementary Hotel Organization</i> )		1
Biology ( <i>Biology 1</i> )		6
Elementary Human Physiology ( <i>Physiology 303</i> )		3
Introductory English ( <i>English 1</i> )		6
Food Preparation ( <i>Foods and Nutrition 15</i> )		2
Food Standards ( <i>Foods and Nutrition 16</i> )		2
Mechanical Drawing ( <i>Drawing 2</i> )		3
Elementary Inorganic Chemistry ( <i>Chemistry 101 and 105</i> )		6
Chemistry of Foods ( <i>Chemistry 880</i> )		2
		<hr/>

### ADVISED ELECTIVES\*

31

Physics.

Lectures on Hotel Management (*Institution Management 155*).

## SOPHOMORES

### REQUIRED

Accounting ( <i>Agricultural Economics 121 and 122</i> )	6
Modern Economic Society ( <i>Economics 1 or 2a and 2b</i> )	6
Food Preparation, Advanced ( <i>Foods and Nutrition 17</i> )	3
Food Selection ( <i>Foods and Nutrition 18</i> )	1
Introductory Experimental Physics ( <i>Physics 3 and 4</i> )	6
Food and Sanitary Bacteriology ( <i>Bacteriology 3</i> )	2
Hotel Textiles ( <i>Textiles and Clothing 51</i> )	2
Hotel Decoration and Furnishing ( <i>Household Art 35</i> )	3
	<hr/>

29

### ADVISED ELECTIVES\*

Lectures on Hotel Management (*Institution Management 155*).

Meats and Meat Cutting.

Public Speaking.

French.

## JUNIORS

### REQUIRED

Hotel Operation ( <i>Institution Management 151</i> )	3
Hotel Organization ( <i>Institution Management 152</i> )	3
Mechanism of Hotel Machines ( <i>Rural Engineering 161</i> )	4
Hotel Power Plants ( <i>Rural Engineering 162</i> )	3
Hotel Accounting ( <i>Institution Management 181</i> )	2
Food Control and Hotel Cost Accounting ( <i>Institution Management 182</i> )	2
Marketing and Hotel Cookery ( <i>Institution Management 115</i> )	4
Psychology ( <i>Rural Education 114</i> )	4
Meats and Meat Cutting ( <i>Animal Husbandry 20</i> )	3
	<hr/>

28

### ADVISED ELECTIVES\*

Hotel Stewarding (*Institution Management 118*).

Lectures on Hotel Management (*Institution Management 155*).

Journalism.

Publicity.

English.

French.

History.

Philosophy.

\*Elective courses sufficient to make a total of 120 hours are required.

# SENIORS REQUIRED

Hotel Auxiliary Equipment ( <i>Rural Engineering 163</i> )	3
Business Management ( <i>Agricultural Economics 125</i> )	3
Money and Banking ( <i>Economics 11</i> )	5
The Law as Related to Innkeeping ( <i>Institution Management 171</i> )	4
Commercial Geography ( <i>Geology 206</i> )	2
	<hr/>

17

## ADVISED ELECTIVES\*

Special Hotel Problems ( <i>Institution Management 153</i> ).
Hotel Engineering Problems ( <i>Rural Engineering 164</i> ).
Hotel Stewarding ( <i>Institution Management 118</i> ).
Lectures on Hotel Management ( <i>Institution Management 155</i> ).
Personnel Management ( <i>Institution Management 176</i> ).
The Interpretation of Financial Statements ( <i>Institution Management 183</i> ).
Accounting.
Biology.
Economics.
English.
Government.
History.
Philosophy.

\*Elective courses sufficient to make a total of 120 hours are required.

## NOTE

Variations in the sequence in which required courses may be taken are permitted upon approval of the student's adviser, and occasional substitutions in the subjects will be permitted in individual cases where the good of the student will be thereby substantially served. The elective courses may be chosen at will with the approval of the adviser from courses offered by any college of the University, provided only that the regular requirements for admission to the courses are met.



## DESCRIPTIONS OF COURSES

### AGRICULTURAL ECONOMICS

**121. Accounting.** First term. Credit three hours. Without credit to students who have taken Economics 21a. Lectures, T Th 9. Farm Management Building 102. Laboratory, T or Th 2-4.30. Farm Management Building 102. Professor HOLMES and Mr. POWELL.

The fundamentals of the double entry system; the theory of debit and credit; the common books of original and final entry; the analysis and recording of ordinary business transactions; closing the books; preparation of work sheet and financial statements. The principles are developed principally in terms of the simple trading enterprise.

**122. Accounting.** Second term. Credit three hours. Prerequisite, course 121. Without credit to students who have taken Economics 21b. Lectures, T Th 9. Farm Management Building 102. Laboratory, T 2-4.30. Farm Management Building 102. Professor HOLMES and Mr. POWELL.

A continuation of course 121. Laboratory fee, \$1.

Peculiarities of accounting for partnerships and corporations; problems of valuation and income determination; analysis and interpretation of financial statements. Exercises will be included to show the application of accounting principles to hotel problems, in preparation for the specialized hotel accounting courses to follow.

**125. Business Management.** Second term. Credit three hours. Prerequisite, Economics 1, Accounting 121, or their equivalents. Lectures, M W F 9. Farm Management Building 102. Professor HOLMES.

The principles underlying the successful operation of business enterprises in general, developed largely through the medium of problems and cases taken from various types of business. Problems of production, distribution, financing, standards and records, purchasing, and personnel will be considered.

Laboratory fee, \$1.

### ANIMAL HUSBANDRY

**20. Meat and Meat Products.** First or second term. Credit three hours. Registration limited to forty. Laboratory assignment must be made at the time of registration. Lecture, M 8. Two laboratory periods a week, M T or W 2-4.30, and W 8-10.30 or S 8-10.30. Animal Husbandry Building B and Meat Laboratory. One required inspection trip to Buffalo and vicinity. Mr. SCHUTT.

### BACTERIOLOGY

**3. Elementary Bacteriology.** Second term. Credit two hours. Prerequisite, Biology 1, Chemistry 101 and 880. Not accepted as a prerequisite for advanced courses. Lectures, M W 10; recitation, F 10. Dairy Building 119. Professor SHERMAN.

### BIOLOGY

**1. General Biology.** Throughout the year. Credit three hours a term. First term prerequisite to the second. Not open to students who have had college courses in zoology and botany. Lectures, M W 9 or 11. East Roberts 222. One practice period a week, T F 8-10.30, or daily except S 2-4.30. Roberts 302. Students must report at the Biology office, Roberts Hall 322, for assignment to laboratory sections. Laboratory fee, \$2.50 a term. Professor CLAASSEN, Mr. CUTLER, and assistants.

### DRAWING

**2. Mechanical Drawing.** First or second term. Credit three hours. Open only to students specializing in the institution management course. Lectures during laboratory periods. Laboratory, T 2-4.30 and S 8-10.30. Additional practice periods to be arranged to suit the schedule of the student. Dairy Building, fourth floor. Work will begin with the first laboratory period. Students must

apply at the department office before that period regarding materials required. Assistant Professor REYNA.

A course including a study of architects' plans and elevations of hotels and other institutions and the layouts of machinery in such buildings.

### CHEMISTRY

**101. Introductory Inorganic Chemistry.\*** First or second term. Credit three hours. Lecture, two sections, M W F 11 or T Th S 11. Baker, Main Lecture Room. Professor BROWNE and Assistant Professor MCKINNEY.

**105. Introductory Inorganic Chemistry.** First or second term. Credit three hours. Recitation, one hour a week, to be arranged. Laboratory sections, M F 2-4.30, T Th 2-4.30, W 2-4.30, S 8-10.30. Baker 150. Professor BROWNE, Assistant Professor MCKINNEY, and assistants.

Chemistry 101 and 105 must be taken simultaneously unless permission has been obtained by the student from the Dean of his College and from the Department of Chemistry to take either course alone.

**880. Elementary Chemistry of Food Products.** Second term. Credit two hours. Prerequisite, Chemistry 101. W F 10. Baker 377. Professor CAVANAUGH.

### ECONOMICS

**1. Modern Economic Society.** First or second term. Credit five hours. Daily except S, 8 9 10 11 12. Professor SLICHTER.

In the first term the enrollment will be limited. Students should register, if possible, on the first day of registration. Assignment to sections will be made on registration days at Goldwin Smith 260.

A survey of the existing economic order, its more salient and basic characteristics, and its operation.

**2a. Modern Economic Society.** First term. Credit three hours. M W F 8 9 11. T Th S 8 9 11. Professor SLICHTER.

Courses 2a and 2b have the same content as course 1. Enrollment will be limited and students should register, if possible, on the first day of registration. Assignment to sections will be made on registration days in Goldwin Smith 260.

**2b. Modern Economic Society.** Second term. Credit three hours. Prerequisite, course 2a. M W F 8 9 11. T Th S 8 9 11. Professor SLICHTER.

**11. Money and Banking.** First or second term. Credit five hours. Prerequisite, Economics 1 or its equivalent. First term: daily except S, 10. Second term: daily except S, 11. Goldwin Smith 142. Professor REED.

### ENGLISH

**1. English: Elementary Composition and Literature.** Throughout the year. Credit three hours a term. First term: W M F and T Th S 8 9 10 11 12. Second term: T Th S 8 9 12. Rooms to be announced. Messrs. BALDWIN, CARROLL, GREENE, JOHNSON, P. F. JONES, LINDSAY, and WILDER.

This course is designed for underclassmen in architecture, agriculture, chemistry, and hotel administration, who have satisfactorily passed the entrance requirements in English. Students who have not taken the course in the first term may enter in the second term in sections provided for them.

Registration in the course is in charge of Mr. Baldwin. Students who elect English 1 must apply at Roberts 292 on Wednesday, Thursday, Friday, or Saturday of registration week, for assignment to sections.

### FOODS AND NUTRITION

**15. Food Preparation.** First or second term. Credit two hours. First term: practice, M F 11-1, one section, Home Economics 270; T Th 8-10, one section, Home Economics 270. Second term: W F 11-1, one section, Home Economics 270. Miss KIMBALL.

This course acquaints the student with the underlying principles of the various

\*Examinations for those who were unavoidably absent from the final examination in Chemistry 101 will be held at 2 p. m. on the day before instruction begins in the fall.



ways of cooking typical foods. Detailed attention is given to manipulation and to economy in the use of time and of materials. Standards in preparation and serving are emphasized. Laboratory fee, \$14.

**16. Food Preparation.** Second term. Credit two hours. Prerequisite, Foods 15. Practice: T Th 8-10.30, one section, Home Economics 270; F 2-4.30 or S 10.30-1, one section, Home Economics 200. Miss KIMBALL.

This course is a continuation of course 15. Laboratory fee, \$14.

**17. Advanced Food Preparation.** First or second term. Credit three hours. Prerequisite, Foods 15 and 16, or their equivalents. Lecture, M 12, Home Economics 100. Practice, T Th 10.30-1, one section, Home Economics 270. Assistant Professor BOYS.

This course gives the student a more extensive knowledge of the preparation of foods. Attention will be given particularly to those foods usually served in hotels and in high-class restaurants. Laboratory fee, \$18.

**18. Food Selection from the Dietetic Standpoint.** First or second term. Credit one hour. Elementary course. Lecture, S 10, Home Economics 245. First term, Miss CAMPBELL; second term, Professor HENRY.

### HOUSEHOLD ART

**35. Decoration and Furnishing.** First or second term. Credit three hours. Should be taken in the junior year. Prerequisite, Drawing 2. Hours to be arranged. Professor WARNER.

A course dealing with the essentials of decoration and furnishing applied to problems in the hotel industry. Laboratory fee, \$5.

### INSTITUTION MANAGEMENT

**115. Marketing and Hotel Cookery.** First or second term. Credit four hours. Required of juniors in hotel administration. Registration limited to fourteen. Lecture and discussion, M 2, Home Economics 100. Practice, T Th 8-12, Cafeteria. Assistant Professor NEHRING, Miss HARRIS and Mr. KIEF.

Laboratory work in large-quantity cooking; a study of marketing and buying in large quantities; the principles underlying the purchase of foods; production, grading, and distribution of various classes of foods; methods of purchase and storage. Laboratory fee, \$10.

**118. Hotel Stewarding.** Second term. Credit one hour. Open to juniors and seniors. Hour to be arranged. Mr. KIEF.

**151. Hotel Organization.** First term. Credit three hours. Prerequisite, Marketing 121 and 122, and hotel experience. Open to juniors and seniors. Required of students in hotel administration. Lectures and discussions, M W F 9. East Roberts 232. Professor MEEK.

A study of the usual forms of organization of hotel staffs, paralleled with a study of the fundamental principles of efficient organization in general. A course designed to develop administrative technique through the analysis of actual organizations.

In connection with this course a trip to New York City will be organized to attend the meetings of the American Hotel Association, to attend the National Hotel Exposition, and to make a tour of metropolitan hotels. Attendance on all the assigned meetings and tours of this trip will be required of every member of the class. The necessary expenses in connection with the trip will probably be about \$60.

**152. Hotel Operation.** Second term. Credit three hours. Prerequisite, Marketing 121 and 122, and hotel experience. Open to juniors and seniors, and to sophomores by permission of the instructor. Required of students in hotel administration. Lectures and discussions, M W 9, Home Economics 245, F 9, Home Economics 100. Professor MEEK.

A study of the more important and fundamental problems of hotel operation, including among others the problems of location, rates, appraisal, finance, and advertising. A course designed to familiarize the student with these problems

and their current solutions, and to develop the ability to solve similar problems in the light of general principles. Analyses of concrete hotel situations will be made for the purpose of determining operating policies.

**153. Special Hotel Problems.** First term. Credit two hours. Prerequisite, Institution Management 151 and 152. Open to a limited number of students in hotel administration. Those wishing to register should consult the instructor during the preceding semester to obtain permission to enroll and to confer regarding problems chosen for special study. Hours to be arranged. Professor MEEK.

A seminar course devoted to the study of special problems arising in the management of hotels.

**155. Lectures on Hotel Management.** Second term. Credit one hour or two hours. Open to all classes. Lecture F 2. Home Economics 100. A series of lectures given by non-resident speakers prominent in the hotel and allied fields. Each lecture will be followed by a discussion period open only to sophomores, juniors and seniors in Hotel Administration. Attendance on the discussion periods will be required of those registering for two hours. Under direction of Professor MEEK.

**176. Personnel Management.** Second term. Credit two hours. Open to juniors and seniors. M 8 and 11. Lectures on alternate weeks. Mr. HAMILTON. Discussion periods on alternate weeks. Assistant Professor BROWNELL. A course designed to acquaint the student with modern personnel practice and to give a basis of evaluating current hotel personnel practice.

**181. Hotel Accounting.** First term. Credit two hours. Prerequisite, Marketing 121 and 122. Required of juniors in hotel administration. Lecture, F 2. Practice, F 3-5.30. Home Economics 400. Mr. TOTH.

**182. Advanced Hotel Accounting.** First term. Credit two hours. Prerequisite, Institution Management 181. Required of seniors in hotel administration. Lecture, F 9. Practice, F 10-12. Home Economics 400. Mr. TOTH.

**183. The Interpretation of Financial Statements.** First term. Credit two hours. Prerequisite, Institution Management 181. Lecture F 2. Practice F 3-5. Home Economics 100. Mr. TOTH.

#### RURAL EDUCATION

**114. Psychology for Students of Hotel Administration.** Second term. Credit four hours. Open to juniors and seniors. Lectures, M W F 10. Home Economics Building 245. Laboratory, W 2-4.30. Caldwell 143. Assistant Professor BROWNELL.

#### RURAL ENGINEERING

**161. Mechanism of Hotel Machines.** First term. Credit four hours. Open to juniors. Required of students in hotel administration. Prerequisite, Drawing 2 and Physics 3 and 4. Lectures and recitations, M W F 11. Roberts 292. Laboratory, to be assigned at the time of registration, T Th or F 2-5. East Roberts 1. Assistant Professor RANDOLPH and Mr. ———.

A study of the elements of machines as employed in the mechanical equipment of hotels. Kitchen and laundry machinery, vacuum cleaners, the machine and repair shop, communication systems, plumbing, illumination, and fire protection. A study of graphical representation is included. Laboratory fee, \$5.

**162. Hotel Power Plants.** Second term. Credit three hours. Open to juniors. Required of students in hotel administration. Prerequisite, course 161. Lectures and recitations, W F 8. Roberts 292. Laboratory, W Th or F 2-5, or S 9-12. East Roberts 2. Assistant Professor RANDOLPH.

Representative types of steam boilers and their auxiliaries; properties of steam, fuels, combustion, firing methods, feed-water purification, and boiler testing. Various types of steam engines; lubrication; pumps and their applications. Testing of apparatus. Laboratory fee, \$5.



163. **Hotel Auxiliary Equipment.** First term. Credit three hours. Open to juniors and seniors. Required of students in hotel administration. Prerequisite, course 161. Lectures and recitations, W F 8. Roberts 292. Laboratory, M or W 2-5, or T or S 9-12. East Roberts 2. Assistant Professor RANDOLPH.

Electrical machinery, motors, and generators; elevators, electric and hydraulic; heating and ventilation; mechanical refrigeration systems. Laboratory fee, \$5.

164. **Hotel Engineering Problems.** Second term. Credit three hours. Open to a limited number of seniors with the consent of the instructor. Prerequisite, courses 162 and 163. Class discussion, hours to be arranged. Assistant Professor RANDOLPH.

Typical procedure in building construction. Planning the layout for a proposed hotel, emphasizing floor plans and the selection and arrangement of the engineering equipment in the various departments. The use of metering devices in promoting efficient operation.

### TEXTILES

51. **Hotel Textiles.** First or second term. Credit two hours. Required of students in hotel administration. First term: lecture, M 10, Home Economics 300; practice, W 8-10.30, Home Economics 305. Second term: lecture, M 2; practice, W 11-1; Home Economics 300. Professor BLACKMORE.

This course includes an intensive study of fabrics used in hotels. A brief study will be made of their selection, use, and distribution in hotels. Estimated cost of materials, \$3.00. Laboratory fee, \$5.00.

## CORNELL UNIVERSITY OFFICIAL PUBLICATION

Entered as second-class matter, December 14, 1916, at the post office at Ithaca, New York, under the Act of August 24, 1912.

Issued at Ithaca, New York, twice a month from December to June inclusive, and monthly from July to November inclusive.

This series of pamphlets is designed to give prospective students and other persons information about Cornell University. No charge is made for the pamphlet unless a price is indicated after its name in the list below. Requests for pamphlets should be addressed to the Secretary of the University at Ithaca. *Money orders should be made payable to CORNELL UNIVERSITY.*

The prospective student should have a copy of the

### *General Circular of Information*

and a copy of one or more of the following Announcements:

*Announcement of the College of Arts and Sciences.*

*Announcement of the College of Engineering.*

*Announcement of the Law School.*

*Announcement of the College of Architecture.*

*Announcement of the New York State College of Agriculture.*

*Announcement of the Winter Courses in the College of Agriculture.*

*Announcement of the New York State College of Home Economics.*

*Announcement of the Course in Hotel Administration.*

*Announcement of the New York State Veterinary College.*

*Announcement of the University Division of Education.*

*Announcement of the Department of Chemistry.*

*Announcement of the Graduate School.*

*Announcement of the Summer Session.*

*Announcement of the Summer Session of the Law School.*

*Announcement of the Summer School of Biology.*

*Program of the Annual Farmers' Week.*

*Annual Report of the President.*

Special departmental announcements, a list of prizes, etc.

Other periodicals are these:

*The Register*, published annually in August, and containing, not announcements of courses, but a comprehensive record of the University's organization and work during the last year. Price, 50 cents.

*Guide to the Campus*. Illustrated. Price, 50 cents.

*Directory of the University*. Price, 10 cents.

The *Announcement of the Medical College* may be obtained by addressing the Cornell University Medical College, Ithaca, New York.

Correspondence regarding the Cornell University Official Publication should be addressed to

THE SECRETARY, CORNELL UNIVERSITY,  
ITHACA, NEW YORK.